


**TO:** Planning Commission

**FROM:** Emma Martin, Planner I 

**TITLE:** CUP 19-0007 Conditional Use Permit for General Office with accessory Club Use in the Old Town Residential (OTR) Zoning District on 0.341 acres at 205 Kent Street (tax parcel 256- 6SEC 4 3, 4A), requested by Ryan Seavy of [R(Plus) Incorporated] (applicant) and H C M F XXXIII Partnership (property owner)

CUP 19-0008 Conditional Use Permit for Vehicle Use of Alley for Non-Residential use in the Old Town Residential (OTR) Zoning District on 0.341 acres at 205 Kent Street (tax parcel 256- 6SEC 4 3, 4A), requested by Ryan Seavy of [R(Plus) Incorporated] (applicant) and H C M F XXXIII Partnership (property owner)

**DATE:** January 3, 2020

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At the December 17, 2019 Planning Commission Work Session, staff gave presentations and staff reports for the above-referenced requests. The applicant has provided an updated application and cover letter dated December 17, 2019 that addresses some of the discussion and questions from the work session. This revised application includes two separate documents. The first document is the CUP application narrative and is 25 pages. Page numbers are located in the top right corner of the CUP application narrative document. The second document is the graphic CUP application and is 68 pages. Page numbers are located in the bottom right corner of the graphic CUP application.

The December 17, 2019 application changes include:

- Proposed hours of use
  - The applicant has proposed a change to the office hours of use from 8:00 AM to 5:00 PM to 9:00 AM to 7:00 PM on Graphic page 03.
- A lighting concept plan
  - The applicant has provided clarity regarding the applicant's proposed site lighting on Graphic pages 51-52.
- Proposed signage
  - The applicant has provided proposed signage for both short form sign and long form signs on Graphic page 50.
  - The long form sign will be a maximum of 8 square feet in area and will meet requirements of the Zoning Ordinance.
  - The short form sign will be a maximum of 1 square foot in area and will meet requirements of the Zoning Ordinance.
- Bike parking
  - The application has been revised to include the number of bike parking spaces. Space for a minimum of 5 bikes has been shown in the parking lot to the rear of the property on Graphic page 35.

- Narrative around loading
  - A note has been added to Graphic page 35 stating “loading space not provided. Loading/unloading will be minimal and when required will be coordinated by property owners to utilize provided parking spaces”.
- Narrative around guest access to parking
  - The applicant added a narrative to Graphic page 03 stating that guests will utilize available public parking in downtown Blacksburg on a limited basis for gatherings and functions related to the Foundation’s purpose.
  - The applicant also added a narrative to Graphic page 03 stating the Cranwell Foundation will provide an attendant to control guest access to alley for large functions, limiting access to guests requiring on-site parking.
- Corrected project information
  - The applicant fixed inconsistencies in the original application. Inconsistencies included an incorrect adjacent property owner as well as an incorrect tax parcel number for 205 Kent Street.
  - The adjacent property owner information was corrected on Narrative page 17.
  - The incorrect tax parcel number for 205 Kent Street was corrected on Narrative page 02 and Graphic page 02.

In addition, Staff has provided updated conditions for both CUP19-0007 and CUP19-0008 based on discussion and comments by Planning Commission at the December 17, 2019 work session. Staff has worked with the Town Attorney on the specific wording of the conditions.

STAFF RECOMMENDED CONDITIONS for CUP19-0007 are as follows:

1. The property shall be developed in substantial conformance with the revised application dated December 17, 2019.
2. The office hours of operation shall be limited to 9:00 AM to 7:00 PM Monday through Friday to limit impact on the surrounding neighborhood.
3. A maximum of 16 events with more than 50 attendees shall be permitted per year. A maximum of 52 events with 30-50 attendees shall be permitted per year.
4. As part of the site plan process, the property owner shall dedicate a sidewalk easement on the property along the Kent Street frontage with a minimum width of 10’ to allow for the property owner’s construction of curb and gutter and a minimum 5’ concrete sidewalk in the easement area. The property owner may temporarily delay construction of the sidewalk to coordinate its construction with the construction of sidewalk on either adjoining parcel (ID# 024007 and ID# 020885); however, in any event, the property owner must complete the construction of the sidewalk no later than 5 years from the site plan approval date for the site improvements and building addition (regardless of whether sidewalk has been constructed on the adjacent properties).

STAFF RECOMMENDED CONDITIONS for CUP19-0008 are as follows:

1. Property shall be developed in substantial conformance with the revised application dated December 17, 2019.
2. Primary non-residential use of the alley shall be limited to office employees for access to parking to the rear of 205 Kent Street. Signage denoting “Staff Parking Only” shall be added to the parking spaces.
3. Additional non-residential use of the alley for events accessory to the office use shall be limited to handicap parking and drop-off/pickup for guests needing ADA accommodations.

CUP19-0007 / CUP19-0008  
205 Kent Street  
PC update memo 03 JAN 2020

NOTE: No upper limit to the number of attendees was provided by the applicant for events. The maximum occupancy upper limit will be bound by the building code occupancy, which has not been determined yet. The Planning Commission may wish to add a condition for a maximum number of attendees at any one event.

**Attachments**

Revised application dated December 17, 2019

- Revised Narrative CUP application (25 pages)
- Revised Graphic CUP application (68 pages)

